

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MAY 27, 2025, 7:00PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public shall indicate their desire to speak. All public comments shall be addressed to the Commission and limited to three minutes per speaker. The Commission may choose to respond to comments or request staff to respond at the conclusion of the respective public comment period.

#	Item	Commission Action
1	Agenda	Adopt
2	Public Comment on Non-Agenda Items <i>Speakers are asked to address comments to the Commission and limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the Commission. The Commission may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Commission and at the conclusion of the public comment period. The Chair may refer the matter to staff or to a future meeting agenda.</i>	
3	Draft Minutes of March 25, 2025 P&R Commission Meeting	Approve
4	Minutes of April 15, 2025 and May 13, 2025 Board of Directors Meetings	Review
5	Review of Identified Capital Expenditure Needs for Park and Recreation Departments	Review
6	Recreation and Park Maintenance Activity Report	Review
7	Commissioner Items of Interest - Requests for Future Agenda Items	
8	Adjourn	

Requests for disability-related modifications or accommodations, aids or services may be made to the District office no later than 72 hours prior to the meeting by contacting (415) 479-0775

NEXT P&R COMMISSION MEETING TO BE HELD ON JULY 22, 2025 AT 7:00 PM

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting Tuesday – March 25, 2025

Time and Place: 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo, Ian Fein (arrived 7:08 PM), Ryan Madden

Staff: Recreation Director Luke Fretwell

Board Director: Sivan Oyserman

1. Agenda

No changes were requested by Commissioners. The agenda was adopted as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received

3. Draft Minutes of January 28, 2025 P&R Commission Meeting

M/s Campo/Madden to approve Draft Minutes of January 28, 2025 P&R Commission Meeting.

Ayes: Benesch, Bliss-Steiner, Campo, Madden. Nays: None. Absent: Fein. Motion carried.

4. Minutes of February 11, 2025 and March 11, 2025 Board Meetings

Commission reviewed minutes.

5. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

6. Commissioner Items of Interest – Requests for Future Agenda Items

-Madden requested discussion of placing safety flags at crosswalk on Miller Creek Rd

-Campo requested update on pickleball pilot at lower tennis court

7. Adjourn

Meeting adjourned at 7:39 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – April 15, 2025 – 7:00pm

Time and Place: 7:00PM Marinwood Community Center classroom.

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: Board President Chris Case, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen and Accounting & Payroll Manager Tiffany Combrink.

Absent: Director Kathleen Kilkenny, Director Sivan Oyserman

A. Call to Order & Pledge of Allegiance

Board President Case called the meeting to order at 7:00pm

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of March 11, 2025*

b. *Bills Paid Nos. 9152 - 9215*

Ruggeri to approve/Shea to second “consent calendar as presented.”

Aye: Case, Ruggeri, Shea. Absent: Kilkenny, Oyserman. Motion carried

D. Public Comment Open Time for Items Not on Agenda

Board received comment regarding:

- Current discussions with City of San Rafael regarding Marinwood Fire Services

E. District Matters

1. *2nd Draft District Operating Budget for Fiscal Year 2025-2026*

Board received 2nd Draft District Operating Budget for Fiscal Year 2025-2026

2. *District Manager Report*

Board received District Manager Report

F. Fire Department Matters:

1. *Consideration of Appointment of Fire Commissioner for Terms Ending December 21, 2026*

Ruggeri to approve/Shea to second the appointment of Pete Stout to the vacant regular seat on the Fire Commission, effective immediately for a term expiring December 31, 2026.

Aye: Case, Ruggeri, Shea. Absent: Kilkenny, Oyserman. Motion carried

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of March 25, 2025*

Board reviewed Draft Minutes of Park & Recreation Commission Meeting of March 25, 2025

2. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

H. Board Member Items of Interest – Requests for Future Agenda Items

- Board President Case requests ad hoc fire committee follow up if warranted

I. Adjourn

Meeting adjourned at 7:35pm

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – May 13, 2025 – 7:00pm

Time and Place: 7:00PM Marinwood Community Center classroom.

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: Board President Chris Case, Kathleen Kilkenny, Sivan Oyserman, and Lisa Ruggeri.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Fire Chief Abraham Roman.

Absent: Director Bill Shea

A. Call to Order & Pledge of Allegiance

Board President Case called the meeting to order at 7:03pm

B. Agenda

Agenda edited; agenda item G to follow item C.

C. Public Hearing:

1. *Introduction and First Reading of Ordinance 2025-01: An Ordinance of the Marinwood Community Services District to Designate Fire Hazard Severity Zones in Local Responsibility Areas*

President Case opened the public hearing.

San Rafael Fire Department Wildfire Program Manager Kate Anderson presented to the Board.

No Public Comment Received.

Oyserman to move/ Kilkenny to second the Introduction and First Reading of Ordinance 2025-01: An Ordinance of the Marinwood Community Services District to Designate Fire Hazard Severity Zones in Local Responsibility Areas and to waive further reading of the Ordinance and refer to it by title only.

Aye: Case, Kilkenny, Oyserman, Ruggeri. Absent: Shea. Motion carried

President Case closed the public hearing.

G. Fire Department Matters:

1. *Chief Officer Report and Activity Summary*
Board received Chief Officer Report and Activity Summary

D. Consent Calendar

1. *Draft Minutes of Regular Meeting of April 15, 2025*
2. *Bills Paid Nos. 9216 - 9274*
Ruggeri to approve/Kilkenny to second “consent calendar as presented.”
Aye: Case, Kilkenny, Oyserman, Ruggeri. Absent: Shea. Motion carried

E. Public Comment Open Time for Items Not on Agenda

No public comments received

F. District Matters

1. *Fiscal Year 2025-2026 Proposed District Operating Budget*
Ruggeri to approve/Oyserman to second Fiscal Year 2025-2026 District Operating Budget
Aye: Case, Kilkenny, Oyserman, Ruggeri. Absent: Shea. Motion carried
2. *District Manager Report*
Board received District Manager Report

H. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

I. Board Member Items of Interest – Requests for Future Agenda Items

- District Manager noted Ordinance 2025-01 will be back on the agenda next Board Meeting
- 2025-2026 Staff Pay Schedules will be presented at next Board Meeting

J. Adjourn

Meeting adjourned at 8:23pm

Tiffany Combrink, Secretary

Staff Report

To: P&R Commission
From: Eric Dreikosen, District Manager
Date: May 27, 2025
Re: Identified Capital Expenditure Needs

Commissioners,

In past meetings the Commission has discussed various potential capital project expenditure needs. Staff have identified several large-scale projects that will require significant planning both in terms of the needed financial resources as well as project management resources. The following list is provided for informational purposes at this time but will require future detailed discussion in regards to financial planning and prioritization. Beyond the Main Pool Replaster project, the items below are not listed in a priority order by staff. However, staff would recommend any priority considerations and discussions should be based on need, available financial resources, and level or potential level of community use and impact.

RECREATION DEPT:

- **Main Pool Replaster: \$150K - \$175K+**

Staff gathered recent informal estimates for this work. In addition to the main pool, staff will be incorporating additional alternates (add alts) to the bidding opportunity to include A) replaster of the tot pool, and B) work needed on the concrete pool deck area immediately surrounding the main pool. This is the top priority project for Park & Rec needs and will be put out to bid this summer with work anticipated to occur later this year or early next year during the pool offseason. The Board has approved the use of Measure A funding for this project.

- **Tot Pool Complete Rebuild: \$300K+**

The area surrounding the tot pool has been slowly deteriorating due to nearby creek bank erosion and resulting land settlement. As such, the entire tot pool and surrounding foundation will need to be rebuilt sooner than later. Staff does not have reliable cost or timing estimates at this time but assume this project will be at least \$300K and likely much higher depending on total scope of work needed. Given the proximity to the creek, the project will likely incur substantial CEQA analysis as well. Additionally, staff would strongly recommend the engagement of a contracted start-to-finish project manager. This project qualifies for Measure A funding.

- **Community Center Kitchen – Cabinets, Counters, Flooring: \$60K - \$80K+**

The community center kitchen needs new cabinets, counters, and flooring as the existing infrastructure has been in place for at least 15-20 years and is showing its age with cracked flooring tiles, cabinet doors that no longer sit flush to be able to secure and wearing, cracked Formica counter tops. Due to space constraints, there is little that can be done with the overall kitchen layout. However, identifying ways to create additional cabinet space is needed. While it is not a licensed “commercial kitchen” it does require commercial grade fixtures due to the heavy use. This project has been discussed for several years but has continued to be pushed back due to higher priority capital expenditure needs. This project qualifies for Measure A funding.

PARKS DEPT:

- **Bathroom in Northern Area of Marinwood Park (near tennis courts): \$150K - \$200K+**
Staff does not have a reliable estimate at this time for the complete scope of work but assume this project will be at least \$150K and likely higher depending on civil engineering needs, building design and building manufacturing. This project qualifies for Measure A funding.
- **Tennis Courts 3 & 4 Rebuild (nearest Miller Creek Middle School): \$200K+**
If these courts are to remain playable for the long-term, they will need to be completely rebuilt due to foundational issues largely caused by the settlement of the land they are built upon. Staff have received recent informal cost estimates of approximately \$200K+ for such a project. This project is further complicated in that the property where the courts are located is owned by Miller Creek School District and not Marinwood CSD thus requiring coordination of both agencies. Staff have reached out to the school district to begin very early conversations regarding school district coordination needs. This project qualifies for Measure A funding.
- **Tennis Court at Creekside Park (Lucas Valley Estates): \$150K+**
Similar to Courts 3 & 4 detailed above, if this court is to remain playable for the long-term, it will need to be completely rebuilt due to foundational issues largely caused by the settlement of the land it is built upon. The current cost estimate is based on the informal cost estimate received for courts 3 & 4 as stated above. This project qualifies for Measure A funding.

RECREATION ACTIVITY REPORT

Pool Season Update

The pool season has been going smoothly. The recent warm weather has brought strong attendance both at lap swim and recreation swim, with many new families signing up for season memberships and 10-swim punch passes. John Paul has been running trainings and shadow-shifts for our newly hired lifeguards, most of whom will have worked at least a handful of shifts before the busy summer season starts.

The pool is currently offering adult lap swim, recreation swim, tot pool hours, private swim lessons, pool party rentals, lifeguard training classes, and the Waterdevils swim team.

American Red Cross Lifeguard Instructor Trainer Academy

During the week of May 5th, John Paul participated in an American Red Cross training course to become a Lifeguard Instructor Trainer (LGIT). With this certification, John Paul will not only be able to teach lifeguard training classes, but also be able to certify Lifeguard Instructors, CPR Instructors, First Aid Instructors, and more. This course involved intensive in-water skill trainings, peer-reviewed teach-back sessions, and rigorous coursework and we are all proud of John Paul for successfully completing the class.

Summer Camp Preparation

Registration continues to go well for our summer camps and aquatics programs. The Recreation Staff have been busy acquiring supplies, conducting CPR and First Aid trainings for our more than 200 summer camp counselors, managing the near-continuous registration changes and waitlist movement, distributing tee shirts, and finalizing the schedule of events, activities, entertainers, etc.

In the coming weeks, many of our college-age staff members will be returning home from school and will be able to help with the ever-increasing workload, customer volume, and forthcoming camp training sessions. We look forward to having the extra helping hands.

Summer Special Events

Staff are finalizing the details for both our Music in the Park Series as well as our Summer Brewfest. The artist lineup should be announced in the next couple of weeks. We are excited about how these events are shaping up.

Irish Dance Examinations

During the week of April 28th the Community Center hosted TCRG Examinations, a large Irish Dancing event where dancers from around the bay area performed before judges to demonstrate readiness to become Irish Dance instructors. The event was headed by longtime Marinwood Irish Dance instructor Annie McBride. Though the event left its mark on the community center (to the tune of 10,000 black skid marks on the floor from the dance shoes!), it was fun to see so many dancers performing.

Recreation programs currently taking place this spring include Tae Kwon Do, White Crane Silat, Feldenkrais, Mahjong, Pilates, LEGO engineering, Irish Dance, Babysitter's Training, Little Explorers Art, Zumba, Watercolor Workshops, CPR/First Aid, All Sorts of Sport Camps, Preschool, and the After School Program.

PARKS MAINTENANCE ACTIVITY REPORT

Irrigation Work

Following an unfortunate incident in which the District's reclaimed water meter was replaced without staff knowledge or coordination, resulting in the park's vast irrigation system being de-pressurized and re-pressurized with no pressure relief valves opened, the meter indicated a substantial leak occurring in one or more sections of the irrigation system. During the past few weeks, staff have spent considerable time and energy attempting to locate the leak, including systematically isolating sections of the park, installing additional shutoff valves for further isolation purposes, contracting with a leak detection company, and digging to expose several sections of the irrigation system. During this process multiple minor leaks were discovered and repaired.

On Wednesday, May 7th, with the help of the leak detection contractor, staff were able to discover a large leak and quickly repair the cracked pipe. The crew is currently completing the last of several other smaller repairs also resulting from the meter replacement. We are looking forward to getting done with irrigation repairs and beginning to catch up on the countless other tasks we would normally be doing.

Turf Treatment

In the midst of attempting to locate the irrigation leak, staff have begun our annual pre-summer turf treatment. All drip systems, valves, and sprinklers have been inspected and adjusted for optimal coverage. A small handful of sprinklers were identified as needing repair or replacement and the necessary parts are being acquired.

Staff have also begun aerating the park, which will be followed by fertilizing and seeding in the coming weeks. Now that the weather is warming up, we are crossing our fingers that any forthcoming leak repairs will be able to happen quickly with only minor disruptions to our irrigation schedule.

Pool Sump Pump Maintenance

Last month staff observed that one of the sump pumps in the pool filter pit had failed. Staff removed and replaced the failed pump. During this time staff also removed, inspected, cleaned, and returned the other 2 sump pumps ensuring everything is in working order for the season. The sump pumps provide critical protection for our pool equipment from flooding; they are inspected and tested regularly.

Tree Work

During the weeks of April 28 and May 5 tree work was performed to remove a couple large branches that fell from a tree in the open space onto a resident's fence at Queenstone Drive. Additional maintenance was performed to lighten up the canopy and remove dead branches from a few trees in the open space across from the Mini Park.

On May 15th a large tree had to be cut down in the main park. A few weeks earlier it had been observed to be dead and covered with black fungus. Thankfully, the neighboring trees all appear in good health.

Daily/Weekly Tasks:

- Clean and restock Community Center
- Clean and restock park bathroom
- Empty garbage in all 3 parks and at trailheads
- Restock dog waste bags at dog stations
- Mow, edge, and blow in all 3 parks
- Check drains and culverts
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry